

**Leon County Housing Finance Authority
October 13, 2016
Meeting Minutes**

MEMBERS PRESENT: Mr. Mike Rogers, Chairman
Mr. Andrew Gay
Ms. Marnie George
Ms. Gail Milon
Mr. Allen Stucks

MEMBERS ABSENT: Mr. Thomas Lewis
Dr. Jeffrey Sharkey

FINANCIAL ADVISOR: Mr. Mark Hendrickson
Ms. Susan Leigh

STAFF PRESENT: Ms. Wanda Hunter, Assistant County Administrator
Mr. Shington Lamy- Director, HSCP
Mr. Lamarr Kemp, Director, Housing Services, HSCP
Ms. Felisa Barnes
Ms. Jennifer Sousa
Ms. Niya Timmons-Lewis
Mr. Dan Rigo, County Attorney's Office

GUESTS PRESENT: None

Call to Order by Chairman Rogers

With a quorum present, Chairman Rogers called the HFA meeting to order at 12:02 P.M.

Agenda Item #1 **Membership Roll Call.** Staff called the Membership Roll and attending members were Chairman Rogers, Mr. Gay, Ms. George, and Mr. Stucks. Ms. Milon arrived after the Roll Call.

Agenda Item #2: **Approval of the October 13, 2016, Agenda**

Action Taken: Chairman Rogers called for a motion for approval of the October 13, 2016 Meeting Agenda. Mr. Stucks motioned to approve and it was 2nd by Mr. Gay. Motion passed unanimously.

Mr. Shington Lamy introduced himself and update the HFA on the staff changes at the County.

Agenda Item #3: Approval of the September 8, 2016, Minutes

Action Taken: Chairman Rogers called for a motion for approval of the September 8, 2016 Meeting Minutes. Mr. Stucks motioned to approve and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #4: Public Comment

Action Taken: No public comment.

Agenda Item #5A: Financial Report

Mr. Gay and Mr. Hendrickson presented a report on HFA finances. A discussion followed. Chairman Rogers called for a motion to accept the September 30, 2016 Financial Statement.

Action Taken: Mr. Stucks motioned to accept the September 30 Financial Statement and was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #5B: Presentation of Income & Expense through July 31, 2016

Mr. Gay and Mr. Hendrickson reported on Income and Expenses through September 30, 2016. A discussion followed.

Action Taken: No Action Required

Agenda Item #5C: Reconciliation of Leon County Detailed Expense Report to HFA Financial Statement and Income & Expense Report

Mr. Gay and Mr. Hendrickson reported on how the detailed expense report generated by Leon County had been adjusted for reconciliation with the HFA's Financial Statement and Income and Expense Report.

Action Taken: No Action Required

Agenda Item #6A: Emergency Repair Program

Mr. Kemp reported the program was being reactivated.

Action Taken: No Action Required.

Agenda Item #6B: Financial Advisor Contract

Mr. Hendrickson reported that the contract had been approved by the BOCC and was ready for signature.

Action Taken: No Action Required

Agenda Item #6C: Legal Services RFQ

Mr. Hendrickson and Mr. Rigo updated the Board on the process for selecting a legal counsel for the HFA. Mr. Rigo stated that the Review Committee had recommended to the HFA the ranking of the two firms that applied:

1. Knowles Randolph
2. Nabors Giblin

He also stated that if the HFA accepted the rankings, a group or person needed to be appointed to negotiate a price/contract. A discussion followed, including provision of information on how the Review Committee had reached its recommendation.

Action Taken: Chairman Rogers called for a motion to approve the ranking of the two firms as recommended by the Review Committee. Mr. Stucks motioned to approve, and it was 2nd by Mr. Gay. Motion passed unanimously.

Chairman Rogers called for a motion to appoint the Finance Committee to negotiate the terms and price of the contract with the #1 ranked firm. Mr. Stucks motioned to appoint the Finance Committee, and it was 2nd by Ms. Milon. Motion passed unanimously.

Mr. Gay, Chair of the Finance Committee called a meeting of that Committee for 9:30 AM, October 25, for the purposes of carrying out the Board's directive for negotiations.

Agenda Item #6D: County Real Estate Policy

Mr. Hendrickson and Ms. Leigh reported on the Chairman's recommendations for ranking the properties on the list. A discussion followed on the proposed ranking, and that the properties ranked "high" would receive first attention by staff for disposition.

Action Taken: Chairman Rogers called for a motion to accept the Chairman's recommendation on ranking the properties. Mr. Stucks motioned to accept, and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #7A: Florida ALHFA Annual Dues

Mr. Hendrickson reported that the annual dues of \$500 were now payable.

Action Taken: Chairman Rogers called for a motion to authorize staff to make the \$500 payment. Mr. Stucks motioned to authorize, and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #7B: Sadowski Education Effort Contribution

Mr. Hendrickson reported that Florida ALHFA had written a letter to all local HFA's requesting a contribution to the Sadowski Education Effort.

Action Taken: Chairman Rogers called for a motion to authorize staff to make a \$2,500 contribution to the Sadowski Education Effort. Mr. Stucks motioned to authorize, and it was 2nd by Ms. Milon. Motion passed unanimously.

Agenda Item #6F: New Law Governing Special Districts

Mr. Hendrickson reported that a new law governing Special Districts, including the HFA, required all Board meeting materials to be posted to the County or HFA website at least seven days in advance of each meeting. He stated that Mr. Kemp and he had worked with the County staff on the issue.

Action Taken: Chairman Rogers called for a motion direct all staff to provide Mr. Hendrickson materials required for each Board meeting at least nine days in advance of the meeting. Mr. Stucks motioned to direct staff, and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #6E: Future Role of the HFA

Mr. Hendrickson and Mr. Lamy reported on the status of changes to the Ordinance that governs the HFA. Mr. Lamy stated that County OMB was researching the issue with the goal of presenting recommended changes to the BOCC in November or December. Mr. Hendrickson asked that the HFA and HFA professionals be allowed to review the research prior to it being presented to the BOCC.

Action Taken: No Action Required

Agenda Item #6F: "To-Do" List

Mr. Hendrickson presented the "to-do" list..

Action Taken: No Action Required.

Agenda Item #8: New Business

Mr. Hendrickson directed the Board to a series of emails provided by Dr. Sharkey related to a City RFP for the use of property at Cascades Park. He noted that Dr. Sharkey was advocating that the City consider provision of workforce housing as part of the development of that site. A discussion followed, and the Board asked that a "consensus of the Board" be entered into the minutes: That the Chair was authorized to send a letter to the City stating that the HFA supported inclusion of residential workforce housing as part of a mixed use development of the Cascades Park site

Agenda Item # 8: Adjournment

This meeting was adjourned at 1:25 P.M.

Mike Rogers, Chairman

Jeffrey Sharkey, Secretary Date: